

Crestbrook Homeowners Association

Board Meeting Minutes, May 12, 2026

Call to order - Mr. Brabrook called the online meeting to order at 7:06PM.

Attendees:

Board - Mark Brabrook, Shannon Neal, Peter Paul van Dijk and Lew Thorp
Property Manager - Lisa Cornaire

Review / Approval of meeting minutes: Mr. van Dijk moved to approve the 10 March 2026 minutes as amended with a second from Mr. Thorp. The motion was approved unanimously.

I. Homeowner Forum: Nothing to report.

II. Old Business: Nothing to report.

III. New Business:

- The board reviewed a letter of response to a homeowner pertaining to findings from the spring community inspection, based on research and feedback from the HOA's counsel. The next step is to have it reviewed by counsel. Lisa will then send it to Mr. Brabrook for his signature. It will then be sent to the homeowner. A similar follow up letter will be sent to the neighboring homeowner.
- June yard sale is on the sixth. The HOA will send an email to the community advertising the event. That email will contain a request for the membership to put children's back yard toys out for free if no longer used. It will also encourage throwing the unused items out if no one picks them up after the yard sale.
- Mr. Brabrook noted a solicitation via email from American Landmark landscape, who offered to provide a proposal for a landscape contract. Their information will be retained for future contract bids when our current contract is up for renewal.

IV. Committee Reports:

- Ms. Neal moved that five additional Architectural Review submissions be approved with a second from Mr. van Dijk. The vote to approve was unanimous.

<i>Application Date</i>	<i>Address</i>	<i>Subject</i>	<i>Initial email approval</i>	<i>Board Approval</i>
103025	1304 Shallow Ford	Deck / Screened-in Porch	103025	011426
111125	12548 Browns Ferry Rd	Sidelights, Kitchen Window, Sliding Glass Door	111125	011426
111325	1366 Butter Churn Dr	Side Yard Fence	111825	011426
112525	1356 Shallow Ford	Four Season Room	120225	011426
120225	1306 Forty Oaks	Deck	120225	011426

012326	1322 Shallow Ford Rd	Siding	012826	031026
012926	1339 Forty Oaks Dr	Window and Door	013126	031026
022626	1558 Brownsville Dr	Roof	030426	031026
031426	1319 Shallow Ford Rd	Garage Door (Double to Single)	031426	051226
032526	1558 Brownsville Dr	Front Door and Capping Windows	032626	051226
041826	12455 Plowman Ct	Rear deck renovation, sump pump in window well	041826	051226
042126	1339 Rock Chapel Rd	Fence	042626	051226
042426	1403 Seven Pines Ct	New concrete for driveway, walk, patio	042626	051226

V. **Management Report:** Nothing additional to report.

VI. **Executive Session (to discuss delinquent accounts):** Ms. Neal moved to go into executive session at 7:24pm and seconded by Mr. van Dijk. This was approved unanimously. Delinquent accounts were discussed. Mr. van Dijk moved to go out of executive session at 7:31pm and seconded by Ms. Neal. This was approved by unanimous consent.

VII. **Open Session:** Nothing to report.

VIII. **Other Business:** Nothing to report.

IX. **Adjournment.** By unanimous consent the meeting was adjourned at 7:32PM.

Minutes submitted by: Mr. Thorp